

YUBA COUNTY
HUMAN SERVICES AGENCY
CALWORKS PLAN

December 8, 1997

Executive Summary

The Yuba County Human Services Agency (YCHSA) has developed a plan to provide all required CalWORKs services as outlined in the Welfare-to-Work Act of 1997, AB 1542. The agency has determined that self-sufficiency for families is the foremost goal. This goal is being promoted through the message of personal responsibility; with the ultimate goal of employment for all able-bodied participants.

With the elimination of AFDC (Aid to Families with Dependent Children) and GAIN (Greater Avenues to Independence), YCHSA is implementing CalWORKs (California Work Opportunity and Responsibility to Kids) effective January 1, 1998. YCHSA has identified the following goals for the CalWORKs Program:

1. Assist families in attaining self-sufficiency
2. Establish an effective link to the county Family Support system
3. Develop a single point of entry into the child care system
4. Decrease the cost of public assistance through higher levels of employment

A full range of employment services will be available to the CalWORK's participants. Diversion assistance will be available to job ready participants. If diversion assistance will not lead to immediate employment, job search, employment training, education, and support groups will be offered. The "Up-Front" Job Services involve a plethora of stakeholders who will come together to assess each participant's job readiness. In addition, there will be identification and prioritization of any barriers to employment which require further assistance. The stakeholders involved in the new culture are YCHSA, Mental Health, Family Support, Children's Home Society, Employment Development Department (EDD), Regional Career Center (RCC), local employers, participants, and local schools and training providers.

This plan details the partnership between the business community, local employers, educators, and training providers which have collaborated to provide employment related services to CalWORK's participants. All areas of these services reinforce the message of responsibility and employment as a personal goal.

For the participant who becomes employed and goes off assistance, transitional services will be available. These services might include such things as Job Retention Workshops and Counseling. During this transitional period, staff will be in contact with the participant and the employer to assist when needed to ensure maximum job retention levels.

As the face of Welfare evolves with this new legislation, the environment of YCHSA will also evolve by creation of an atmosphere which will allow staff to implement changes in the most positive and effective manner. Changing the infrastructure will be accomplished by redefining positions, job descriptions, and duties. This will ensure that the agendas of personal responsibility and employment are met.

Assist Families in Attaining Self-Sufficiency

In Yuba County's efforts to move participants towards self-sufficiency, the agency changed to "Up-Front" Job Services approximately six months ago. With the onset of CalWORKs, the department will continue to place emphasis on "Up-Front" Job Services. This flow will place the

participant in Job Services workshops, which meet their specific needs. As current ongoing participants are transitioned into CalWORKs, "Up-Front" Job Services will be the first point of contact. The focus of the Job Services workshops is employment first, with the goal of self-sufficiency leading to an improved quality of life for families and children. Those participants who do not find employment during "Up-Front" Job Services, will continue through the normal flow of employment services activities. Once the participant finds employment, they will continue to be assisted by employment retention services for up to six months, as needed, for their individual situation. This may include, but not limited to, child care services, transportation services, and workshops in Life Skills and Job Retention.

Establish an Effective Link to the County Family Support System

The agency has been working with the Yuba County Family Support Office to co-locate a Family Support worker at YCHSA. The Family Support worker will establish paternity and establish, modify, or enforce a support order at the time of the initial interview at YCHSA. The goal is to improve collections, thereby, providing additional support to families that transition off aid and improving the families chance of staying off aid.

Develop a Single Point of Entry into the Child Care System

The agency has been working with Children's Home Society, the local alternative payment provider, to co-locate a child care worker at YCHSA. The child care worker will provide resource and referral services as well as process child care payments. The goal is to register all CalWORKs participants, in need of child care services, with the local child care system for subsidized child care services.

Decreasing the Cost of Public Assistance through Higher Levels of Employment

The county is currently working in a collaborative effort to join services of EDD and RCC to access a larger pool of available employers and decrease duplicated services. When participants are working less than full time, the agency will be working with the participant, and employers to increase hours of employment. When participants have become employed in entry level positions, case managers will assist participants in determining ways in which they may improve their skills and abilities to become more marketable to employers for higher level positions. Case managers will also maintain contact with participants and employers by evaluating work behaviors, attendance, and productivity. If problems are noted, staff will work with the participant and employer to see that issues are resolved and employment continues.

(a) COLLABORATION WITH PUBLIC AND PRIVATE AGENCIES TO PROVIDE TRAINING AND SUPPORTIVE SERVICES

Briefly describe how the county will work with other public and private agencies to provide necessary training and support services. This section should include, at a minimum, a list of the necessary training and support services and the public and/or private agencies which will provide those services. [References: Education Code Section 10200 and WIC Section 10531(a)]

Does your county have a Refugee Employment Services Plan?

☐

YES

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NO

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If so, please certify that welfare-to-work activities will be coordinated with the County Refugee Services Plan.

Education and Training

YCHSA staff began planning for CalWORKs implementation in the Spring of 1997. At that time, the agency began meeting with various public and private agencies to discuss the possible changes.

YCHSA staff continues to participate in meetings with Yuba Community College, as well as staff from Sutter, Colusa, Yolo, and Lake counties, to discuss issues relating to curriculum, child care, work study, job placement, and financial aid. The goal is to assist in the development of the Yuba Community College CalWORKs Plan as well as provide a vehicle for continued collaboration to meet the needs of participants. Yuba Community College has identified those occupations in the local labor market, which are both entry-level and have the largest growth potential. The college is in the process of curriculum development and redesign to create eight-week training programs for many of these occupations.

Yuba County is currently working with the County Superintendent of Schools in developing the Instructional and Job Training Plan (IJTP). This plan will focus on short-term, open-entry/open-exit, vocational training in entry-level occupations identified in the local labor market. In addition, the plan will offer adult basic education, vocational English-as-a-second language, and general education development (GED) classes to be utilized on an as needed basis. The plan will address the need to offer classes during non-traditional hours and accessible locations.

The collaborative agencies are:

- Career Training and Education Center
- Center for Employment Training
- Marysville Joint Unified School District
- Private Industry Council
- Tri-County Regional Opportunities Program
- Yuba Community College District
- Yuba County Office of Education
- Yuba County Office of Education/Regional Career Center

When it is determined, by YCHSA staff, that a participant has a need for training, the participant will be referred to the appropriate training site. The referral will be based on the participant's skills and abilities, the local labor market needs, the prospect of successful completion, and rapid transition to employment.

YCHSA is working closely with the following agencies to provide supportive services which will assist CalWORKs participants in becoming self sufficient:

Support Service	Provider	Plan Reference
Child Care	Children's Home Society	Section G
Transportation	Yuba Sutter Transit	Section G
Mental Health Services	Yuba Sutter Mental Health	Section E & F
Substance Abuse Treatment Services	Yuba Sutter Mental Health Pathways First Steps Fathers First Narcotics Anonymous Alcoholics Anonymous Al-Anon	Section E
Domestic Violence Services	Yuba Sutter Mental Health Casa de Esperanza Victim Witness	Section I

(b) PARTNERSHIPS WITH THE PRIVATE SECTOR TO IDENTIFY JOBS

Describe the county's partnerships with the private sector, including employers, employer associations, the faith community, and central labor councils, and how those partnerships will identify jobs for CalWORKs program recipients. [Reference: WIC Section 10531 (b)]

YCHSA has maintained a connection to the private sector to identify jobs throughout the GAIN operation. In April of 1997, the department formed a collaboration with staff members from the Employment Development Department, Regional Career Center, California Training and Education Center, Sutter County-GAIN, and Yuba Community College. The purpose of this collaboration is to develop a joint marketing/job development strategy which is designed to increase the number of job placements as well as meet the business community needs.

The JOBS Committee is establishing a joint Yuba-Sutter employer services team to:

- Plan, coordinate, and conduct informational/job development site visits with local employers. Coordinate on-site employer visits with employer account agents to prevent duplicate visits. Maintain employer master records in EDD.
- Maintain updated employer data base that includes wages and benefits, hiring policies, staffing needs, etc.
- Establish collaborative linkages with the Yuba-Sutter Economic Development Corporation and Chamber of Commerce.
- Solicit jobs.
- Establish collaborative linkages with local labor councils and the faith community.
- Input job orders to a central location for distribution via electronic media to all partners.

The JOBS Committee will promote JOBS Services by:

- Utilizing available media outlets.
- Develop a Yuba-Sutter Web Site for local employers providing up-to-date information from all partner agencies.
- Obtain a 1-800 phone number for Yuba-Sutter employers to call for job orders, placements etc.
- Develop common folders, brochures, and pamphlets for employers and job seekers.
- Conduct employment/training seminars for community/business leaders.
- Set up information booth at job fairs and other community events.

Yuba County is in discussion with Yuba Community College and the Yuba-Sutter Chamber of Commerce regarding the employment aspects of CalWORKs. Joint forums have been held where information was presented to the business community regarding welfare reform and possible impact on business. Employers participated in an additional forum, sponsored by YCHSA, which provided information on welfare reform and identified community based outcomes.

YCHSA will be collaborating with local employment agencies to provide assistance with employment placements for CalWORKs participants.

(c) LOCAL LABOR MARKET NEEDS

**Briefly describe other means the county will use to identify local labor market needs.
[Reference: WIC Section 10531(c)]**

The department utilizes several tools developed for measuring the local labor market needs. The tools used include the Projections and Planning Information Study, developed by EDD for the identification of labor demands for the Yuba-Sutter area; the Occupational Outlook Report, developed by the Private Industry Council; the EUREKA California Career Information System; the California Occupational Guide; local job announcements; and newspaper classified advertisements.

(d) WELFARE-TO-WORK ACTIVITIES

Each county is expected to offer a range of services adequate to ensure that each participant has access to needed activities and services to assist him or her in seeking unsubsidized employment. [Reference: WIC Section 11322.7(a)] Pursuant to WIC Section 11322.7(b) "No plan shall require job search and work experience of participants to the exclusion of a range of activities to be offered to recipients." Activities allowed by State law include, but are not limited to, those listed below. Please indicate which of the following activities will be provided and identify any allowable activities that will not be provided. [Reference: WIC Section 10531 (d) and WIC Section 11322.6]

- | | |
|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Unsubsidized employment | <input checked="" type="checkbox"/> Work Study |
| <input checked="" type="checkbox"/> Subsidized private sector employment | <input checked="" type="checkbox"/> Self-employment |
| <input checked="" type="checkbox"/> Subsidized public sector employment | <input checked="" type="checkbox"/> Community Service |
| <input checked="" type="checkbox"/> Work experience | <input checked="" type="checkbox"/> Job search and job readiness assistance |
| <input checked="" type="checkbox"/> On the job training | <input checked="" type="checkbox"/> Job skills training directly related to employment |
| <input type="checkbox"/> Grant based on-the job training | <input type="checkbox"/> Supported work |
| <input checked="" type="checkbox"/> Vocational education and training | <input type="checkbox"/> Transitional employment |
| <input checked="" type="checkbox"/> Education directly related to employment | <input checked="" type="checkbox"/> Other (list) |
| <input checked="" type="checkbox"/> Adult basic education (includes basic education, GED, and ESL) | - Mental Health Services |
| | - Substance Abuse Services |
| | - Domestic Violence Services |
| | - Job Retention Services |
| | - Consumer Education |
| | - Life Skills Workshops |

YCHSA will offer a full range of welfare-to-work services to CalWORKs participants as indicated in the boxes checked above. At this time, YCHSA will not offer grant-based welfare-to-work activities (grant-based on-the-job training, supported work, and transitional employment). Experience in the GAIN Program has shown that grant-based activities are difficult to administer, expensive to implement, and diverting funds from the county to an employer is complex.

(e) SUBSTANCE ABUSE AND MENTAL HEALTH TREATMENT SERVICES

Plan for Substance Abuse Services

Briefly describe how the welfare department and the county alcohol and drug program will collaborate and utilize new funds available to ensure the effective delivery of substance abuse services. These funds should be used to maximize federal financial participation through Title XIX of the federal Social Security Act. If the county has determined who will provide substance abuse treatment services, please indicate the providers in the plan. If that decision has not been made, please provide CDSS an addendum to the county CalWORKs plan indicating the provider when determined. [Reference: WIC Section 11325.8]

☒ Certify that the county's substance abuse treatment will include at least the following: evaluation, case management, substance abuse treatment, and employment counseling, and the provision of community service jobs.

Describe any additional services the county will provide. [Reference: WIC Section 11325.8]

The agency has formed a collaboration with the Yuba-Sutter Mental Health Agency to ensure the effective delivery of services to participants with substance abuse problems which present a barrier to participation in the CalWORKs program. The plan includes co-locating a substance abuse worker at the CalWORKs office in Yuba County. The case manager will conduct an initial assessment of each participant to determine any barriers or exemptions from participation. The substance abuse worker will evaluate and refer participants for substance abuse services in the community such as Alcoholics Anonymous, First Steps, Pathways, and Casa de Esperanza. In addition, the substance abuse worker will meet with the case manager to assist in the establishment of a treatment and/or participation plan. The treatment may be offered as the sole activity or be provided in addition to the participants assigned CalWORKs activity.

Professional staff, who administer substance abuse programs, will provide training to staff administering the CalWORKs program.

Plan for Mental Health Services

Briefly describe how the welfare department and the county department of mental health will collaborate and utilize new funds available to provide effective mental health services. Counties should maximize federal financial participation to the extent possible in the provision of mental health services. [Reference: WIC Section 11325.7]

☒ Certify that the county will provide at least the following services: assessment, case management, treatment and rehabilitation services, identification of substance abuse problems, and a process for identifying individuals with severe mental disabilities.

Please describe any additional services the county will provide.

The department has formed a collaboration with the Yuba-Sutter Mental Health Agency to ensure the effective delivery of services to participants with mental health problems which present a barrier to participation in the CalWORKs program. The plan includes co-locating a mental health worker

at the CalWORKs office in Yuba County. The case manager will conduct an initial assessment of each participant to determine any barriers or exemptions from participation and will refer participants with possible mental health issues for an evaluation. The mental health worker will evaluate and refer participants for appropriate services. In addition, the mental health worker will meet with the case manager to assist in the establishment of a treatment and/or participation plan.

Staff from Mental Health Services will provide training to staff administering the CalWORKs program.

(f) MENTAL HEALTH SERVICES AVAILABLE AFTER TIME LIMITS

Briefly describe the extent to which and the manner in which the county will make mental health services available to recipients who have exceeded the 18 or 24 month time limit.

[References: WIC Section 10531(f) and WIC Section 11454]

YCHSA and Yuba Sutter Mental Health will provide mental health services to participants who have exceeded the 18 or 24 month time limit. If a mental health issue has been identified as a barrier to employment, those participants will be referred to the on-site Mental Health worker for screening, assessment and referral services for treatment and/or rehabilitation.

(g) CHILD CARE AND TRANSPORTATION SERVICES

Child Care

Briefly describe how child care services will be provided to CalWORKs participants. Include a description of how the county will provide child care for families transitioning from county funded providers to non-county funded providers of child care services. Indicate what criteria the county will use to determine, on a case by case basis, when parents who have primary responsibility for providing care to a child six months of age or younger, may be exempt from Welfare to Work participation. The exemption period must be at least 12 weeks and at county discretion, can be increased to one year for the first child. The exemption period for subsequent children is twelve weeks, but may be increased to six months. Briefly describe the criteria the county will use to determine the period of time a parent or other relative will be exempt considering the availability of infant child care, local labor market conditions, and any other factors used by the county. Briefly describe how the county will ensure parents needing child care services can access the Resource and Referral Agency.

Twenty-six percent (26%) of Yuba County's population is children under the age of fourteen (14). In order to serve the needs of the community, YCHSA researched the area of child care within Yuba County. Through participant surveys, meetings with the RRA (Resource Referral Agency, which is Children's Home Society), Public Forums, and review of "The California Child Care Portfolio 1997" report, the county recognizes the need to expand the types of child care services which are currently available. YCHSA will target providers to ensure that parents have access to child care during non traditional hours, and seek to expand infant child care within the county. To ensure consistency of services, and up-to-date information, a member of YCHSA will remain active on the Local Child Care Planning Council.

To help meet the increased need for child care, the county has applied for and been awarded funding for a pilot project to assist participants in becoming self-employed in-home child care providers. This will meet, not only the financial needs of the participant, but will help meet the need for additional quality child care providers within the county. Participants will be selected for this pilot project according to their expressed interest and their aptitude to be successful in this endeavor.

YCHSA is currently collaborating with the Local Referral and Resource Agency (Children's Home Society - CHS) to administer all three (3) stages of child care. A CHS worker will be located on-site to provide child care referrals and payments. With the on-site CHS worker, referrals will be readily available to all participants prior to entry into Welfare-to-Work Activities.

This will allow for direct payment of child care to the provider of service. This will help ensure that participants transitioning through each avenue of self-sufficiency are not jeopardized by the lack of child care.

YCHSA is launching a Consumer Awareness campaign to provide parents with information on selecting quality child care services to best meet the family's needs. Additionally, bulletin boards and flyers will be strategically placed throughout the agency and in other relevant departments, i.e. Health Department, Medical Clinic, Mental Health, etc. Child care services will also be discussed at intake and renewal. Quality child care presentations will continue to be part of the

Job Search curriculum. Additional training will be provided to staff on availability of subsidized child care and development service resources.

A parent with primary responsibility to care for an infant can be exempt from participation for up to six months. The exemption can be reduced to twelve weeks or extended to twelve months in accordance with county criteria. County criteria includes the health of the child; the availability of appropriate and adequate child care; mental health issues; or, other issues determined to be so severe that such circumstances would prohibit the individual from CalWORKs participation. Persons who utilize this exemption shall be exempt for twelve weeks upon the birth or adoptions of a subsequent child, or for up to six months in accordance with county criteria described above.

TRANSPORTATION

Briefly describe how transportation services will be provided

Transportation services currently being provided in Yuba County are :

- Reimbursement of transportation costs, utilizing the county reimbursement rate to licensed participants with an available vehicle.
- Issuance of daily bus passes to those participants within the bus route and the local Dial-a-Ride service.
- Direct payments to "drivers" established and approved as "contractors of transportation".

In order to identify the transportation need within the county, YCHSA conducted a survey of current participants and also received input from the public during public meetings. YCHSA staff will attend the area transit authority monthly board meetings.

In order to meet the identified needs, YCHSA is currently working with the area transit authority to expand the service delivery area , increase the frequency of pick-ups, and include geographic areas which are now unserved. The agency is also researching several non-traditional forms of transportation to determine their plausibility. Some of these are:

- Taxi service for participants working outside of the normal transit hours and in the same general vicinity.
- Purchase of a van pool.
- Contract with area transit authority to train participants to drive and utilize them in the evening and on weekends when the transit system does not normally operate.
- Provide a shuttle service using county pool cars in the off hours and weekends.

YCHSA will continue to provide transportation services currently in place, until new methods are established.

(h) COMMUNITY SERVICE PLAN

Briefly describe the county's plan for providing community service activities. This should include a description of the process the county will follow to determine where community services assignments will be located, and the agencies/entities that will be responsible for project development, fiscal administration, and case management services. If it is not known at this time, the county may provide specific details of the Community Service Plan as an addendum. [References: WIC Section 11322.6 and WIC Section 11322.9]

The Yuba County Human Services Agency will operate a Community Service program for participants who have reached the 18/24 month time limit on aid and have been unable to secure employment. Community Service placements will be made in public or private non-profit agencies, utilizing existing sites developed for the Work Experience component of the GAIN program. In some instances, participant supervision will be provided by the employing agency and in other instances the supervision will be provided by a YCHSA staff person.

YCHSA is currently in the process of identifying work sites in the community whose functions cannot be funded by local services at this time. Sites being sought for Community Service projects include, but are not limited to, Yuba County, City of Marysville, City of Wheatland, foothill communities, local schools, levee districts, and other local charitable organizations. YCHSA staff will be responsible for fiscal administration, case management services, and project development of the Community Service plan.

(i) WORKING WITH VICTIMS OF DOMESTIC VIOLENCE

Briefly describe how the county will provide training for those county workers who will be responsible for working with CalWORKs recipients who are victims of domestic violence. [Reference: WIC Section 10531(i)]

Until regulations are adopted by California Department of Social Services in consultation with the Task Force on Domestic Violence established by the Welfare-to-Work Act of 1997, the county may utilize other standards, procedures, and protocols for determining good cause to waive program requirements for victims of domestic violence, for example, those now used in the GAIN Program. [Reference: WIC Section 11495.15] Please describe the criteria that will be used by your county for this purpose and what approach the county would take to deal with recipients who are identified this way.

Training

Yuba County Human Services Agency staff will be trained to identify and work with CalWORKs participants who are victims of domestic violence.

YCHSA has contacted Casa de Esperanza, the local women's shelter, to develop training curriculum designed to meet the needs of CalWORKs staff who work with victims of domestic violence.

In addition to Casa de Esperanza, YCHSA will be also be contacting University of California, Davis (UCD), and Yuba Sutter Mental Health to provide staff training.

Developing Criteria

Participants identified as victims of domestic violence will be assessed for exemption from CalWORKs activities while seeking counseling. YCHSA will waive the participation requirement, for victims of domestic violence according to the existing protocols used in the GAIN program until such time as state protocols are established.

(j) PERFORMANCE OUTCOMES TO MEET LOCALLY ESTABLISHED OBJECTIVES

Indicate whether there were any local program outcome objectives identified during the CalWORKs plan development process and how the county proposes to track those outcomes. If the county develops alternative outcomes for the CalWORKs program during future collaborative efforts, please submit information on those measures as an addendum to the CalWORKs plan. [Reference: WIC Section 10542]

The primary performance outcome measure is the extent to which the county is successful in assisting families to attain self-sufficiency. In addition, the agency will be tracking child support collections and establishment of paternity; increased infant and extended hours of child care; and the reduction in the cost of public assistance with a direct relation to increased employment.

Data to measure outcomes will be, at this time, gathered from the electronic systems currently utilized in the county. Those systems include GEMS (GAIN Employment Management System), SAWS (Statewide Automated Welfare System), CASE (Child Support Administration and Systematic Enforcement), and Child Care's EMS (Eligibility Management System).

(k) PUBLIC INPUT TO THE COUNTY PLAN

Briefly describe the means the county used to obtain broad public input in the development of the CalWORKs plan. [Reference: WIC Section 10531(k)]

YCHSA held nighttime Public Forums in two locations (YCHSA conference room and Brownsville Community Center). This provided county residents an opportunity to be involved in the development of the county plan. Approximately 70 individual invitations were sent to Community Based Organizations, Non-Profit Agencies, County Departments, Schools, Welfare Rights Organizations, Faith Organizations, Private Industry Council, and Board of Supervisor membership. In addition, the agency invited all other interested parties to attend the forums through public service broadcasts on four radio stations, one television station, and two newspapers (one local and one in the foothill area).

During the public forums, an overview of welfare reform was presented which provided current information on the federal, state, and local activities. After a question and answer period, attendees were asked to discuss specific issues such as transportation, child care, housing, job creation, health issues, and education. The final outcome of the forums was incorporated into goals and objectives for the Yuba County CalWORKs plan.

Welfare Reform presentations are being offered for public and private sector employers in addition to community service organizations and any others who request the information.

The above efforts are in addition to the current collaborative efforts which Yuba County is involved in with Educators, Training Providers, Employment Services Agencies, Local Transportation Providers, Mental Health/Substance Abuse Agencies, the Local Child Care Planning Council, and the County Board of Supervisors.

(I) SOURCE AND EXPENDITURES OF FUNDS

Provide a budget specifying your county's estimated expenditures and source of funds for the CalWORKs program on the forms provided (Attachment 2). Your budget should meet the requirements of WIC Section 15204.4 which specifies that each county shall expend an amount for these programs (administration and services) that, when combined with funds expended for the administration of food stamps, equals or exceeds the amount spent by that county for corresponding activities during the 1996/97 fiscal year. [Reference: WIC Section 10531(l)]

Attached is a summary of budget information related to the Yuba County CalWORKs program.

(m) Assisting Families Transitioning Off Aid

Amended as follows, by the Yuba County Board of Supervisors on October 28, 2003, to describe job retention services to (1) individuals who are employed when they transition off aid due to reaching their 60-month time limit, and (2) individuals who are employed when, or find employment after, they leave aid before reaching their 60-month time limit.

Per Welfare and Institutions Code Sections 11323.2(b) and 11500:

(1) For employed former CalWORKs recipients who reach the CalWORKs 60-month time limit:

Job retention services for up to six months from the date that they leave cash aid due to reaching their CalWORKs 60-month time limit. These services consist of case management and supportive service payments for ancillary expenses and transportation that are needed by these individuals to retain employment. Necessary supportive service will be provided to current CalWORKs recipients before the Single Allocation is used to offer job retention services to employed former recipients who have reached their CalWORKs 60-month time limit.

(2) For former CalWORKs recipients who have **not** reached the CalWORKs 60-month time limit:

Job retention services, for up to six months, from the date that: a) they leave cash aid, if employed at the time; or b) the date that they request job retention services after becoming employed, if unemployed at the time they left aid, and the request is made within 12 months of leaving aid. These services consist of case management and supportive service payments for ancillary expenses and transportation to retain employment; to the extent they are not available from other sources.

Child care reimbursement is available to former recipients who need child care to work or participate in other activities for up to 24 months after leaving CalWORKs cash aid.

(n) JOB CREATION

Describe the efforts that have been undertaken, or that the county plans to pursue, relating to the job creation plan described in Chapter 1.12 (commencing with Section 15365.50) of Part 6.7 of Division 3 of Title 2 of the Government Code.

Yuba County will apply for the Job Creation funds from the Trade and Commerce Agency. The county will use these funds in conjunction with other efforts currently underway to encourage employers to locate in Yuba County and to create jobs for CalWORKs participants.

(o) OTHER ELEMENTS

Pilot projects: Please include a description of any pilot projects that the county may wish to pursue and submit a separate proposal for, as part of its CalWORKs Program. Should the county later determine an interest in a pilot proposal, this information could be submitted as an addendum to the County Plan.

The county reserves the option to submit a pilot proposal at a later time in the form of an addendum to the county's plan.

(p) COMPLIANCE WITH REQUIREMENTS OF CalWORKs

Under CalWORKs counties are required to enroll single parent families in welfare-to-work activities for a minimum of 20 hours per week beginning January 1, 1998, 26 hours per week beginning July 1, 1998, and 32 hours per week beginning July 1, 1999. [Reference: WIC Section 11322.8(a)]

Prior to July 1, 1999, counties have the option to require adults in single-parent assistance units to participate up to 32 hours per week. Does your county intend to exercise that option? [Reference: WIC Section 11322.8(a)]

Yuba County intends to enroll single-parent families, who are not otherwise exempt from Welfare-to-Work requirements, to participate for 32 hours per week in Welfare-to-Work Activities, effective January 1, 1998.

(q) INTERACTION WITH AMERICAN INDIAN TRIBES

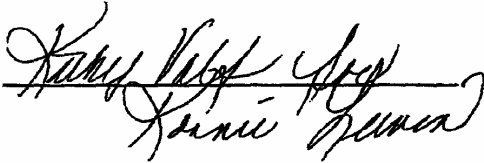
Please describe the discussions that have occurred with respect to administration for the federally recognized American Indian Tribes located within your county. This should include whether the county will administer the program, whether the tribes will administer their own approved tribal TANF program, or whether there will be joint county/tribal administration. [Reference: WIC Section 10553.2]

This section is not required for Yuba County, as there are no federally recognized American Indian tribes located in Yuba County..

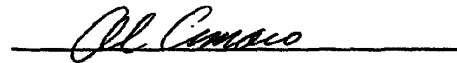
CERTIFICATION

THIS PLAN HAS BEEN DEVELOPED IN ACCORDANCE WITH THE APPROPRIATE FEDERAL, STATE, AND COUNTY LAWS AND REGULATIONS. THE TERMS OF THIS PLAN, INCLUDING ALL CERTIFICATIONS WITHIN THIS PLAN, AND ALL APPLICABLE LAWS AND REGULATIONS WILL BE FOLLOWED DURING THE IMPLEMENTATION AND EXECUTION OF THIS PLAN.

**County Welfare Department Director's
Signature**

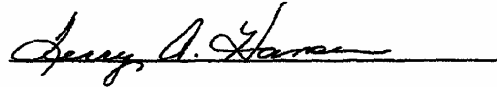
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**Chairperson of the Board of Supervisors
Signature**

A handwritten signature in cursive script, appearing to read "Al Conner", written over a horizontal line.

**(It is expected that the County Board of
Supervisors will take a formal action to
approve this plan.)**

**ATTEST: TERRY A. HANSEN
CLERK OF THE BOARD OF SUPERVISORS**

A handwritten signature in cursive script, appearing to read "Terry A. Hansen", written over a horizontal line.

The County of Yuba

DEPARTMENT OF SOCIAL SERVICES



KONNIE LEWIN
DIRECTOR

February 4, 1998

California State Department of Social
Services
James W. Brown, Regional Advisor
744 P Street M.S. 14-44
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REPLY TO:

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6000 LINDHURST AVE., #504
MARYSVILLE, CA 95901
(916) 749-6311

[] GAIN
6000 LINDHURST AVE., #104
MARYSVILLE, CA 95901
(916) 749-6373

Dear Jim:

Enclosed is a copy of Yuba County's GAIN Grievance Procedure. Please incorporate this into Yuba County's CalWORKs Plan.

Also enclosed are the revisions to the Domestic Violence (page 16) and Child Care (page 13) sections of Yuba County's CalWORKs Plan.

If there are any questions, please contact either Barbara Kelsey at 530-749-6273 or myself at 530-749-6440

Sincerely,

Nancy O'Hara
Program Specialist

Formal Grievance Procedure

Item #71 A cause determination meeting is scheduled when a participant fails or refuses to meet any of the following GAIN requirements:

1. Enter into a contract,
2. Participate in a program component that was agreed to in the contract,
3. Accept a job offer or job referral.

The cause determination is handled by the GAIN Social Worker. If the situation is not resolved Informal Conciliation is initiated immediately. This meeting will be conducted by the GAIN Supervisor with the participant. If the grievance is still not resolved the matter moves into a 30 day Formal Conciliation period still at the supervisory level. If the impasse remains, conciliation may be terminated and the process moves to Formal Grievance status.

The sole issue for the resolution of the grievance shall be whether a program requirement or assignment is in violation of the contract or inconsistent with the program.

The GAIN Social Worker will inform the participant of his right to either (1) request a state fair hearing, (2) file a formal grievance in accordance with UI Code Section 5302, or (3) file a formal grievance based on the procedures established by the County Board of Supervisors.

The plan for the formal grievance procedure as established by the Board of Supervisors in cooperation with the CWD GAIN staff is as follows:

All requests for a hearing shall be submitted in writing to the County Welfare Director's designated GAIN Appeals Hearing Officer within ten days who will hear the matter promptly. The procedures may include the following:

1. A prompt hearing before an independent, impartial hearing officer,
2. The right to present evidence and question witnesses,
3. The right to a written statement from the county in advance of the hearing setting forth the facts and basis of the county's position,
4. The right to a written decision making findings of fact and conclusions of law and informing the participant of his right to appeal the decision through the state hearing procedure,
5. The right to be represented by an attorney or other representative,
6. The right to have access to all relevant documents and information in advance of the hearing,
7. The right to a tape recorder or other verbatim record of the hearing.

Following the hearing the designated GAIN Appeals Hearing Officer will make a determination in writing, as to the correctness of the GAIN action, within 30 days of the request.